

WORKING WITH ACEJMC LOOKUP:

A Quick Overview of Registering and Updating Your Unit's Information

GETTING STARTED WITH REGISTERING YOUR UNIT

To register your ACEJMC program for an account, please navigate to <https://lookup.acejmc.org/member/request> and submit the following information:

- Unit Name
- University Name
- Email Address
- First Name
- Last Name

The email address, first and last name should belong to the designated unit administrator responsible for ensuring all of the required information is correct and up to date. The administrator will be able to add additional members to the unit account to assist with the data collection or delegate responsibilities.

After your request is submitted, you will receive an email confirmation that the request has been received.

When the account has been created, an email will be sent with additional instructions to guide you through the data collection process.

Please send questions to acejmc.hello@gmail.com

KEEPING YOUR UNIT CURRENT

After you have received your email with username and password information, log into the member's panel by visiting the website and clicking on "member login" located in the upper right corner, or go directly to: <https://lookup.acejmc.org/login/>

From your unit administration page, there will be three options:

- Edit Unit Details
- Edit Members List
- Account Settings

EDIT UNIT DETAILS

This Edit Unit Details page will provide with all of the input fields for entering information about your unit. The input fields will include text descriptors to help you understand what is needed. If there are any questions, please send us an email to acejmc.hello@gmail.com.

When you've finished entering in all of your unit information, click on the submit button in the top right of the page, or cancel to stop any changes and return to the previous page.

*Please note: When a school has completed the data request and is ready to publish the information on the database, **the "Public" button must be clicked.***

The first time you've updated your unit's information, please send notification of your completed data to acejmc.hello@gmail.com.

EDIT MEMBER LIST

The Edit Member List page will enable you to manage the people in your unit that can access the member page and update information. Only those with administrator access will be able to access this page.

ACCOUNT SETTINGS

To change your password, this can be done from the Account Settings page.

If you need any additional help, please do not hesitate to send an email to: acejmc.hello@gmail.com